



## Metro Parks Reservation Request Form

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home telephone \_\_\_\_\_ Work telephone \_\_\_\_\_  
Email address \_\_\_\_\_

### I am interested in (check one):

#### ☐ Facility Rental

Date: \_\_\_\_\_ Time: Start \_\_\_\_\_ End \_\_\_\_\_

Shelter/Pavilion Site First Choice: \_\_\_\_\_

Shelter/Pavilion Site Second Choice: \_\_\_\_\_

Shelter/Pavilion Site Third Choice: \_\_\_\_\_

#### ☐ Special Event Permit

Date: \_\_\_\_\_ Time: Start \_\_\_\_\_ End \_\_\_\_\_

Estimated Number of People at Event \_\_\_\_\_ Number of Days for Event \_\_\_\_\_

Will your event include vending or concessions (food, beverage, merchandise, etc.)? ☐ Yes ☐ No

Will your event include inflatable rides (requires separate permit)? ☐ Yes ☐ No

Additional Needs: ☐ Bleacher rentals: I wish to seat \_\_\_\_\_ people

☐ Stage rentals (\$50 for first section, \$10 for additional sections)

☐ Fencing rental, to contain or restrict area (4' x 10' sections)

☐ Patch box rental for electrical service (\$75)

☐ Trash cans (sets of 10 at \$125 each)

☐ Picnic tables (sets of 10, delivered, at \$125 each)

☐ Other: \_\_\_\_\_

#### ☐ Athletic Field Permit

☐ Game permit and/or ☐ Practice permit

Game Dates: \_\_\_\_\_ Time \_\_\_\_\_

Number of games: \_\_\_\_\_

Practice Dates: \_\_\_\_\_ Time \_\_\_\_\_

(Two separate 2-hour practices weekly, up to 12 weeks)

Athletic Field Site First Choice \_\_\_\_\_

Athletic Field Site Second Choice \_\_\_\_\_

Will you need lights for either practices or games? ☐ Yes ☐ No

#### ☐ Tennis Court Reservation

Date: \_\_\_\_\_ Time: Start \_\_\_\_\_ End \_\_\_\_\_

Tennis Court Site First Choice \_\_\_\_\_

Tennis Court Site Second Choice \_\_\_\_\_

### Describe your intended use for this rental or permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I am using this facility only for the intended use stated above. I understand that use of facility for activities other than those expressly stated above may result in additional fees for which I will be responsible.

Signature: \_\_\_\_\_

**Notes:** Rental Facilities, Fields or Courts may not be subleased. Permits do not allow user group to mow grass or perform other maintenance tasks. This is not a permit, but a request for service. Permits will be issued based on information supplied on this form.